

Medical Assisting

PLEASANT HILL CAMPUS
CERTIFICATE OF ACHIEVEMENT/
ASSOCIATE OF SCIENCE DEGREE

About The Campus

Carrington College's Pleasant Hill campus occupies 28,000 square feet and is housed in four buildings. Less than two minutes from downtown Pleasant Hill, the campus is close by to dining, shopping, and entertainment experiences. And if you enjoy the outdoors, John Muir National Historic Site, Mt. Wanda and Briones Regional Park are all less than 10 minutes away.

The facilities include eight lecture/laboratories, a veterinary lab and surgery room, and labs for Physical Therapist Assistant and Respiratory Care programs. The campus also has a Student Success Center equipped with reference materials, textbooks and journals; a student break room; and a learning lab. The Carrington library website offers online resources and professional organization information.

About This Program

The Medical Assisting program at Carrington College comprises three educational areas:

- Clinical
- Administrative
- Externship

Students enhance skills such as word processing, typing, and keyboarding. Throughout the program professionalism, client relations, critical thinking, adherence to the ethical and legal requirements of a medical practice and proper communication skills are emphasized.

The program culminates in a Certificate of Achievement or an Associate of Science degree. Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduates of the Medical Assisting program are eligible to sit for the National Healthcareer Association Clinical Medical Assistant Certificate (CCMA) exam.

Careers in Medical Assisting¹

Though medical assistants' job descriptions vary from office to office, they generally have a set of shared duties and tasks. Medical assistants aid doctors by performing basic clinical procedures and handling a variety of administrative duties. Most medical assistants work in physicians' offices and other health care facilities to help keep operations running smoothly and efficiently. Their career path can lead to employment in a variety of health care environments such as:

- Physicians' offices
- Outpatient facilities
- State, local and private hospitals

Knowledge and Skills

Upon completion of the Medical Assisting program, graduates will be able to:

- Perform clerical functions, bookkeeping functions and process insurance claims within the medical office setting
- Conduct a variety of diagnostic tests using equipment, materials, and techniques within the scope of practice
- Perform and assist with routine patient procedures and care as they relate to a medical setting
- Maintain supplies and equipment as it relates to a medical settings
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

General Education Coursework

Students complete technical coursework and participate in a career development seminar.

Technical Coursework

The Medical Assisting program focuses on front-office administrative responsibilities such as clerical and bookkeeping functions, processing medical insurance claims back office and clinical responsibilities during which students get hands-on experience conducting a variety of diagnostic tests. The final segment of the program is a 180-hour externship that provides the opportunity for students to demonstrate skill competency in the field.

Carrington's academic catalog, available at carrington.edu/carrington-college/catalog, provides the most current and detailed program information, including admission and graduation requirements.



¹ Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.

Visit Carrington.edu or call:
925-273-3922

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Medical Assisting Campus-Based Certificate Program Requirements

Technical Courses		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
MA 10	MA Clinical Theory 1	54	0	0	3.5
MA 101	MA Clinical Applications 1	23	31	0	2.5
MA 20	MA Clinical Theory 2	54	0	0	3.5
MA 102	MA Clinical Applications 2	23	31	0	2.5
MA 30	MA Clinical Theory 3	54	0	0	3.5
MA 103	MA Clinical Applications 3	23	31	0	2.5
MA 40	MA Administration Theory 1	54	0	0	3.5
MA 104	MA Administration Applications 1	23	31	0	2.5
MA 50	MA Administration Theory 2	54	0	0	3.5
MA 105	MA Administration Applications 2	23	31	0	2.5
MA 501	Externship	0	0	180	4
CDV 198.2 ¹	Career Development Seminar	30	0	0	2
Total for Certificate		415	155	180	36²

Approximate time to complete certificate program: 36 weeks (not including breaks) ¹Online general education course ²750 Contact hours

Medical Assisting Blended Certificate Program Requirements

Technical Courses		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
MA 10.H ³	MA Clinical Theory 1	54	0	0	3.5
MA 101	MA Clinical Applications 1	23	31	0	2.5
MA 20.H ³	MA Clinical Theory 2	54	0	0	3.5
MA 102	MA Clinical Applications 2	23	31	0	2.5
MA 30.H ³	MA Clinical Theory 3	54	0	0	3.5
MA 103	MA Clinical Applications 3	23	31	0	2.5
MA 40.H ³	MA Administration Theory 1	54	0	0	3.5
MA 104	MA Administration Applications 1	23	31	0	2.5
MA 50.H ³	MA Administration Theory 2	54	0	0	3.5
MA 105	MA Administration Applications 2	23	31	0	2.5
MA 501	Externship	0	0	180	4
CDV 198.2 ⁴	Career Development Seminar	30	0	0	2
Total for Certificate		415	155	180	36⁵

Approximate time to complete certificate program: 36 weeks (not including breaks) ³Blended course ⁴Online general education course ⁵750 Contact hours

Medical Assisting Associate of Science Degree Program Requirements

Graduates of the Certificate of Achievement program who reside within the state of California are eligible to complete the Associate of Science degree program via the online degree-completion⁶ option shown below:

Online General Education Courses		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ENG 101	English Writing and Composition	45	0	0	3
MAT 101	Principles of Mathematics	45	0	0	3
MAT 151	College Algebra	45	0	0	3
PSY 101	Introduction to Psychology	45	0	0	3
SOC 101	Introduction to Sociology	45	0	0	3
HUM 250	Introduction to Humanities	45	0	0	3
SCI 210	Environmental Science	45	0	0	3
CLT 100	Computer Literacy	45	0	0	3
Total for General Education Degree Completion Courses		360	0	0	24
Total from Certificate		415	155	180	36
Total for Degree⁷		775	155	180	60

Degree-completion program length: 30 weeks (not including breaks); Combined certificate and degree-completion option length: 66 weeks (not including breaks)

⁶Degree is conferred from the Sacramento campus ⁷To be eligible for entrance into the Associate of Science degree program in Medical Assisting, applicants must have earned a certificate in Medical Assisting from a program accredited by ABHES or CAAHEP/MAERB

Accreditation & Disclosures

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, 415-506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at accjc.org.

For comprehensive information on Carrington's accreditation and approvals, visit carrington.edu/accreditation. Visit carrington.edu/student-consumer-info/ for important information on program outcomes.

Program availability varies by location. Carrington College reserves the right to update information as it becomes available. For the most updated information, visit carrington.edu.

Pleasant Hill Campus

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